

Mini Menu (Alignment & One Image)

STEP 1

Sit comfortably and open Microsoft Word.

STEP 2

Type your name.

Press ENTER.

Type today's date.

Press ENTER twice.



TO APPLY BOLD, ITALIC OR UNDERLINED:

- 1 Select the text
- 2 Click the Home tab
- 3 Click on the **B** icon to make the text bold
Click on the *I* icon to make the text italic
Click on the U icon to make the text underlined



STEP 3 – Add a Title

Type: **MY MINI MENU**

(Highlight the title → Click Centre → Click Bold → Increase font size.)

Press ENTER twice.

STEP 4 – Type This Menu

Drinks

Tea

Coffee

Water

Food

Sandwich

Salad

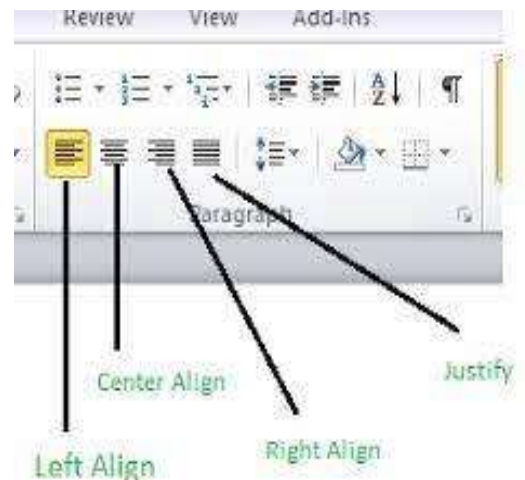
Cake

STEP 5 – Alignment Practice

(Highlight 'Drinks' → Click Centre.)

(Highlight 'Food' → Click Centre.)

Keep the items left aligned.

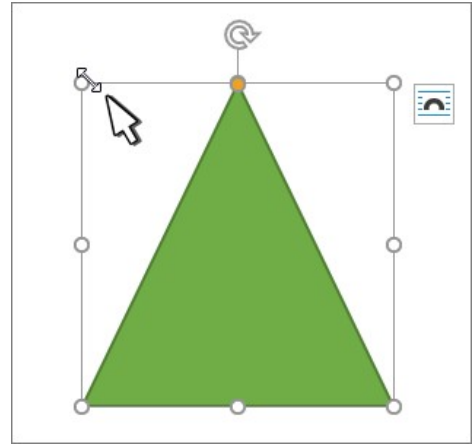
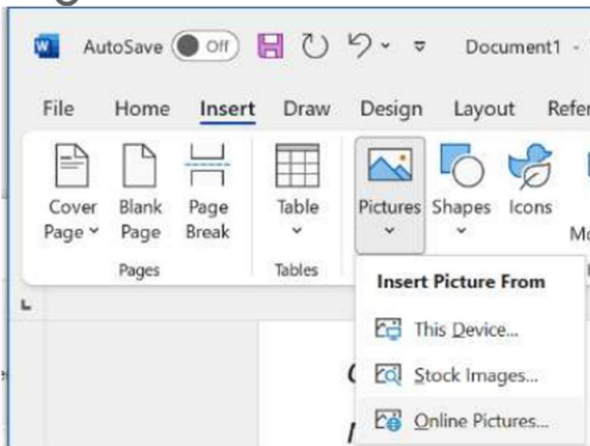


STEP 6 – Insert One Image

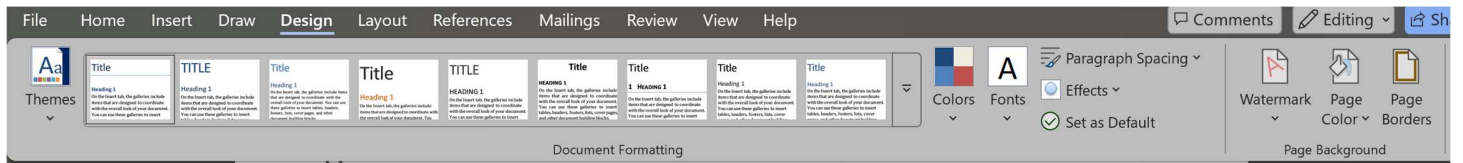
Insert ONE image of food or drink.

(Insert → Pictures → Choose image → Resize using corner handles.)

Place the image neatly under the menu.



Step 7 – Create a page border/Change the back ground colour



STEP 8 – Save

Save as: **Your Name Mini Menu**